

PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS

April 17, 2012

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the **ORGANIZATIONAL** meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Tuesday, April 17, 2012, at 9:30 a.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order at 9:30 a.m.

Invocation.

Pledge of Allegiance to the Flag.

Present: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Williams, Kaster, Van Dyck, Schuller, Robinson, Clancy, Wetzell, Moynihan, Steffen, Carpenter, Lund

Supervisor Fewell arrived at 9:40 a.m.

Total Present: 26

**** Presentations ****

Commendation Honoring Ernest Ehrbar

Mrs. Ehrbar accepted the posthumus commendation for Mr. Ehrbar.

Commendations to Outgoing Supervisors

Carole Andrews accepted the commendation.

Commendation to Outgoing Supervisors who were not present.

Commendations will be sent to Mark Tumpach, Tony Theisen, Robert Miller, Jesse Brunette, Vicki Van Vonderen, Mike Fleck and Mary Scray.

A motion was made by Supervisor Lund and seconded by Supervisor La Violette **“to take Item #14a ‘Resolution re: To establish Northeastern Wisconsin Zoo, “NEW Zoo” as the designated name’ after Item #1”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 1 -- READING OF CERTIFIED LIST OF COUNTY SUPERVISORS AND SWEARING-IN CEREMONY.

Judge Zuidmulder swore in the new Supervisors individually (Sieber, Hoyer, Hopp, Landwehr, Williams, Van Dyck, Robinson, Steffen) and the incumbent Supervisors were sworn in as a group.

No. 14 -- COMMITTEE OF THE WHOLE:

Resolution:

No. 14a -- RESOLUTION RE: TO ESTABLISH NORTHEASTERN WISCONSIN ZOO, "NEW ZOO" AS THE DESIGNATED NAME

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Brown County's zoo has always been known as the Northeastern Wisconsin Zoo or NEW Zoo; and

WHEREAS, the Zoo attracts visitors from throughout Wisconsin and is supported by the N.E.W. Zoological Society.

NOW, THEREFORE, BE IT RESOLVED that the official designated name of the Zoo shall be the Northeastern Wisconsin Zoo, abbreviated as the NEW Zoo.

Respectfully submitted,
COMMITTEE OF THE WHOLE

A motion was made by Supervisor Lund and seconded by Supervisor De Wane **"to adopt"**.

A motion was made by Supervisor Lund and seconded by Supervisor Kaster **"to suspend the rules to allow Judy Krawczyk to address the Board"**. Voice vote taken. Motion carried unanimously with no abstentions.

Ms. Krawczyk thanked the County Board for preserving the N.E.W. Zoo's Name.

A motion was made by Supervisor Lund and seconded by Supervisor Haefs **"to return to the regular order of business"**. Voice vote taken. Motion carried unanimously with no abstentions.

Vote taken on Supervisor Lund's original motion **"to adopt"**. Vote taken. Roll Call #14a(1):

Ayes: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Williams, Kaster, Van Dyck, Schuller, Robinson, Clancy, Wetzel, Moynihan, Steffen, Carpenter, Lund, Fewell

Total Ayes: 26
Motion carried.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 4/23/2012

No. 2 -- INFORMATIONAL REPORTS FROM:

- a) District Attorney Dave Lasee - Conflict of Interests and Open Meetings Law.
- b) Circuit Court Judge Donald R. Zuidmulder - Separation of Powers.

No. 3 -- SELECTION OF TEMPORARY CHAIR.

At this time the senior member of the County Board serves as a Temporary Chair. Mr. Zima, being the senior member, took his seat as the Temporary Chair.

No. 4 -- ELECTION OF COUNTY BOARD CHAIR.

Following discussion, a motion was made by Supervisor Fewell and seconded by Supervisor Buckley **“to have an open ballot for the election of County Board Chair and Vice Chair”**.

After further discussion, a vote was taken on Supervisor Fewell’s motion **“to have an open ballot for the election of County Board Chair and Vice Chair”**. Vote taken. Roll Call #4(1):

Ayes: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Williams, Kaster, Van Dyck, Schuller, Robinson, Clancy, Wetzel, Moynihan, Steffen, Carpenter, Lund, Fewell

Nays: Zima

Total Ayes: 25 Total Nays: 1
Motion carried.

A motion was made by Supervisor Fewell and seconded by Supervisor Wetzel **“to nominate Patrick Moynihan, Jr. as Chair”**.

A motion was made by Supervisor Haefs and seconded by Supervisor Kaster **“to nominate Bernie Erickson as Chair”**.

A motion was made by Supervisor Dantine and seconded by Supervisor Evans **“to close the nominations for Chair”**. Voice vote taken.

Supervisors voted for Chair and the results are as follows:

MOYNIHAN

Hoyer
Buckley
Wetzel
Moynihan
Carpenter
Steffen
Landwehr
Fewell
La Violette
Sieber
Clancy
Van Dyck
Robinson
Schuller

ERICKSON

De Wane
Nicholson
Kaster
Hopp
Evans
Dantine
Haefs
Williams
Erickson
Lund
Vander Leest
Zima

Totals: 14 12

Supervisor Moynihan is elected Chair. At this time, Chair Moynihan took his seat. Supervisor Erickson congratulated Chair Moynihan.

No. 5 -- ELECTION OF VICE CHAIR.

A motion was made by Supervisor Evans and seconded by Supervisor Nicholson **“to nominate Tom Lund as Vice Chair”**.

A motion was made by Supervisor Buckley and seconded by Supervisor Clancy **“to nominate Tim Carpenter as Vice Chair”**.

A motion was made by Supervisor Vander Leest and seconded by Supervisor Haefs **“to nominate Dave Kaster as Vice Chair”**.

A motion was made by Supervisor Dantine and seconded by Supervisor Evans **“to close the nominations for Vice Chair”**.

Supervisors voted for Vice Chair and the results are as follows:

	<u>LUND</u>	<u>CARPENTER</u>	<u>KASTER</u>
	Williams	Fewell	Zima
	Hopp	Clancy	Dantine
	De Wane	Robinson	Kaster
	Erickson	Wetzel	Van Dyck
	Evans	Moynihan	Vander Leest
	Lund	La Violette	Haefs
	Schuller	Buckley	
	Sieber	Hoyer	
	Nicholson	Carpenter	
		Steffen	
		Landwehr	
Totals:	9	11	6

At this time Supervisor Kaster withdrew his name for Vice Chair.

The Supervisors voted a second time for Vice Chair and the results are as follows:

<u>LUND</u>	<u>CARPENTER</u>	<u>DE WANE</u>
Erickson	Fewell	Haefs
Kaster	Buckley	
Williams	Clancy	
Evans	La Violette	
Hopp	Robinson	
Lund	Wetzel	
Zima	Van Dyck	
Sieber	Landwehr	
Nicholson	Hoyer	
Schuller	Carpenter	
Vander Leest	Steffen	
De Wane	Moynihan	
Dantine		

Totals:	13	12	1
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A majority of votes (14) was not obtained so another vote is taken.

The Supervisors voted a third time for Vice Chair and the results are as follows:

<u>LUND</u>	<u>CARPENTER</u>	<u>DE WANE</u>
Erickson	Fewell	Haefs
Kaster	Buckley	
Williams	Clancy	
Evans	La Violette	
Hopp	Robinson	
Lund	Wetzel	
Zima	Van Dyck	
Sieber	Landwehr	
Nicholson	Hoyer	
Schuller	Carpenter	
Vander Leest	Steffen	
De Wane	Moynihan	
Dantinne		

Totals:	13	12	1
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A majority of votes (14) was not obtained so another vote is taken.

The Supervisors voted a fourth time for Vice Chair and the results are as follows:

<u>LUND</u>	<u>CARPENTER</u>	<u>DE WANE</u>
Dantinne	Landwehr	Haefs
De Wane	Steffen	
Kaster	Robinson	
Zima	Buckley	
Erickson	Wetzel	
Nicholson	Moynihan	
Lund	La Violette	
Evans	Clancy	
Hoyer	Van Dyck	
Schuller	Carpenter	
Vander Leest	Fewell	
Hopp		
Williams		
Sieber		

Totals:	14	11	1
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Supervisor Lund is elected Vice Chair. At this time, Vice Chair Lund took his seat.

No. 6 -- ADOPTION OF AGENDA.

A motion was made by Supervisor Lund and seconded by Supervisor La Violette **“to adopt the agenda as modified”**. Voice vote taken. Motion carried unanimously with no abstentions to adopt the agenda.

No. 7 -- APPROVAL OF MINUTES OF MARCH 21, 2012.

A motion was made by Supervisor Zima and seconded by Supervisor Nicholson **“to approve the minutes of March 21, 2012.”** Voice vote taken. Motion carried unanimously with no abstentions.

No. 8 -- ANNOUNCEMENTS OF SUPERVISORS.

Supervisor Nicholson thanked District 3 for re-electing him to the County Board.

Supervisor Kaster announced the Fireman’s Picnic is on June 9, 2012 starting at 10:00 a.m. and invited all to attend.

Supervisor De Wane thanked the voters of District 2 for re-electing him and congratulated Chair Moynihan and Vice Chair Lund on their being elected to their respective leadership roles.

Supervisor Sieber thanked District 1 for electing him and congratulated his fellow board members on their election to the Brown County Board.

Supervisor Vander Leest thanked his District for re-electing him and congratulated Chair Moynihan and Vice Chair Lund on their elections.

Supervisor Lund thanked the Board for electing him as Vice Chair. Mr. Lund also thanked District 25 voters for re-electing him.

No. 9 -- COMMUNICATIONS. NONE.

No. 10 -- APPOINTMENTS BY THE COUNTY EXECUTIVE.

No. 10a -- REAPPOINTMENT OF JO ANN GRASCHBERGER AND TOM LUND TO THE HUMAN SERVICES BOARD.

A motion was made by Supervisor Nicholson and seconded by Supervisor De Wane **“to approve the above appointments”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 10b -- APPOINTMENT OF JEREMY KLINGBEIL TO THE LOCAL EMERGENCY PLANNING COMMITTEE.

A motion was made by Supervisor Nicholson and seconded by Supervisor De Wane **“to approve the above appointment”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 10c -- APPOINTMENT OF CAROLE ANDREWS TO THE HUMAN SERVICES BOARD.

A motion was made by Supervisor La Violette and seconded by Supervisor Kaster “**to approve the above appointment**”. Voice vote taken. Motion carried unanimously with no abstentions.

No. 11a -- REPORT BY COUNTY EXECUTIVE.

County Executive Streckenbach congratulated Chairman Moynihan and Vice Chairman Lund on their election by their fellow Supervisors. Mr. Streckenbach thanked Supervisor Zima for his service as the County Board Chair and Mary Scray for her service as County Board Vice Chair.

Executive Streckenbach stated the Brown County Tax Force had a meeting with good discussions with the public and private sector.

Mr. Streckenbach announced the Airport had a ground breaking for their new Fire and Rescue division being built at the Airport. The Governor approved funding for international trade at the Airport. Executive Streckenbach thanked Airport Director, Tom Miller for his great leadership.

Executive Streckenbach announced this week is tornado awareness week and stated there will be a tornado drill on Thursday.

County Executive Streckenbach announced on Friday at 12:30 p.m. on the Courthouse lawn, there will be a Proclamation on Child Abuse Prevention Week given by Green Bay Mayor Jim Schmitt and County Executive Streckenbach. Executive Streckenbach explained the need for public awareness of child abuse.

Mr. Streckenbach announced that on Saturday he will be participating in the Junior Achievement Program on leadership and entrepreneurship for kids.

Executive Streckenbach thanked the County Board for approving the resolution for the naming of the N.E.W. Zoo. He added thanks to all involved in making the NEW Zoo a positive and popular attraction for Brown County.

County Executive Streckenbach thanked Corporation Counsel, John Luetscher for his service and integrity in representing Brown County’s interests. He announced Friday, April 20th, will be Mr. Luetscher’s last day as Corporation Counsel. He added Mr. Luetscher is returning to his former job in the District Attorney’s Office.

Mr. Streckenbach spoke on fiscal responsibility from all departments. He added he is looking forward to working with the County Board. He left the message his door is always open to County Board members.

No. 11b -- REPORT BY BOARD CHAIRMAN.

Chairman Moynihan thanked the County Board and remarked he is humbled by the responsibility bestowed upon him and he will work hard for the County Board.

Chairman Moynihan stated that the County Board must work together quoting Abraham Lincoln, “a house divided cannot stand”.

No. 12 -- OTHER REPORTS. None.

No. 13 -- STANDING COMMITTEE REPORTS:

No. 13a -- REPORT OF ADMINISTRATION COMMITTEE OF MARCH 22, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on March 22, 2012 and recommends the following motions:

1. Review of minutes:
 - a. Housing Authority (February 20, 2012).
 Receive and place on file.
 2. Treasurer – Budget Status Financial Report, December, 2011. Receive and place on file.
 3. Treasurer - Treasurer's Report. Receive and place on file.
 4. Child Support – Budget Status Financial Report, December, 2011. Receive and place on file.
 5. Child Support – Update re: Security Measures. *Referred from January meeting.* To expand camera surveillance of the areas of the building in question to the Courthouse security monitors.
 6. Child Support – Director's Report. Receive and place on file.
 7. ** Information Services – Update e: Feasibility of the County using Google Docs v. MS Office Suite. Refer to the next Administration Committee.
- ** Item #7 -- Receive and place on file as per the County Board on 4/17/2012.
8. Information Services - Director's Report. Receive and place on file.
 9. Human Resources – Activity Report for February, 2012. Receive and place on file.
 10. Human Resources – Director's Report. Receive and place on file.
 11. Department of Administration – Budget Status Financial Report, December, 2011. Receive and place on file.
 12. Department of Administration – Countywide 2011 Financial Statement Results – unaudited. Receive and place on file.
 13. Department of Administration – Vehicle Listing as of 12/31/2011. Receive and place on file.
 14. Department of Administration – 2012 Budget Adjustment Log. To approve.
 15. Department of Administration – Interim Director's Report. Receive and place on file.
 - 15a. Resolution re: Reauthorization of Self-Funded Worker's Compensation. To approve. See Ordinances, Resolutions April County Board.
 16. County Clerk – Budget Status Financial Report, December, 2011. Receive and place on file.
 17. Audit of bills. To pay.

A motion was made by Supervisor Nicholson and seconded by Supervisor Buckley **“to adopt”**.

Supervisor Hopp requested item #7 be taken separately. Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

Item #7 -- Information Services -- Update re: Feasibility of the County using Google Docs v. MS Office Suite. COMMITTEE ACTION: Refer to the next Administration Committee.

A motion was made by Supervisor Hopp and seconded by Supervisor Wetzel **“to take item #7 and receive and place on file”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 13b -- REPORT OF EDUCATION & RECREATION COMMITTEE OF APRIL 5, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on April 5, 2012 and recommends the following:

1. Review Minutes of:
 - a. Library Board (February 16, 2012).
 - b. Neville Public Museum Governing Board (December 12, 2011).
Receive and place on file 1a & b.
2. Communication from Supervisor Lund re: To examine the parking at the Brown County Boat Ramp on the Suamico River to explore options for additional parking. To refer to staff to look into the alternatives and bring back in 60 days.
3. Update from Corporation Counsel John Luetscher regarding Room Tax Issues. *Standing item.* Receive and place on file.
4. Library - Budget Status Financial Report for December, 2011. Receive and place on file.
5. Library - Budget Adjustment Request (12-41): Increase in expense with offsetting increase in revenue. To approve.
6. Library - Director's Report. Receive and place on file.
7. Museum Director's Report. Receive and place on file.
8. Golf Course - Financial Statistics as of March 18, 2012. Receive and place on file.
9. Golf Course - Superintendent's Report. Receive and place on file.
10. NEW Zoo & Park Mgmt - Request from Wisconsin United Coalition of Mutual Assistance Associations for reductions of fees for a festival to be held at the Fairgrounds on July 28 and 29, 2012. To hold for a month.
11. Park Management Director's Report. Receive and place on file.
12. Zoo Budget Adjustment (12-42): Increase in expenses with offsetting increase in revenue. To approve.
13. Zoo Monthly Activity Report for March, 2012.
 - a. Operations Report.
 - b. Admissions, Revenue, Attendance.
 - c. Gift Shop, Mayan, Zoo Pass, Misc Revenue.
Receive and place on file.

14. NE Wisconsin Zoo Education/Volunteer Programs Report for February, 2012. Receive and place on file.
15. Zoo Animal Collection Report for March, 2012. Receive and place on file.
16. Zoo Director's Report. Receive and place on file.
17. Resch Centre/Arena/Shopko Hall - Complex Attendance for the Brown County Veterans Memorial Complex for February, 2012. Receive and place on file.
18. Audit of bills. To pay.

A motion was made by Supervisor Nicholson and seconded by Supervisor Vander Leest "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

**No. 13c -- REPORT OF EXECUTIVE COMMITTEE (No Meeting, No Report)
Vacant Budgeted Positions will be considered under Committee of the Whole (#14b thru k)**

No. 13d -- REPORT OF HUMAN SERVICES COMMITTEE OF MARCH 28, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on March 28, 2012 and recommends the following motions:

1. Review Minutes of:
 - a. Aging & Disability Resource Center of Brown County Board (February 23, 2012).
 - b. Human Services Board (February 16, 2012 & March 8, 2012).
 - c. Veterans' Recognition Subcommittee (February 21, 2012). Receive and place on file 1a, b, & c.
2. Human Services Dept. - Executive Director's Report. Receive and place on file.
3. Human Services Dept. - Budget Adjustment Request (12-32): Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification. To approve with a referral to the Facility Master Plan Sub-Committee.
4. Human Services Dept. - Budget Adjustment Request (12-34): Increase in expenses with offsetting increase in revenue. Receive and place on file.
5. Human Services Dept. - Resolution re: CTC Dietary Table of Org Change & Work Schedule. To approve. See Resolutions, Ordinances April County Board.
6. Human Services Dept. - Resolution re: Change in Table of Organization Human Services – Community Treatment Center (Clinical Social Worker / Professional Counselor / Case Manager). To approve. See Resolutions, Ordinances April County Board.
7. Human Services Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
8. Human Services Dept. - Monthly Inpatient Data – Community Treatment Center and Bellin Psychiatric Center. Receive and place on file.
9. Human Services Dept. - Approval for New Non-Continuous Vendor. To approve.
10. Human Services Dept. - Request for New Vendor Contract. To approve.
11. Human Services Dept. - Monthly Contract Update. To approve.
12. Audit of bills. To approve audit of bills.

A motion was made by Supervisor Nicholson and seconded by Supervisor Hoyer “to adopt”. Voice vote taken. Motion carried unanimously with no abstentions.

No. 13e -- REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF MARCH 26, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE met in regular session on March 26, 2012 and recommends the following motions.

1. Review minutes of:
 - a. Facility Master Plan Subcommittee (February 16, 2012). Receive and place on file.
 - b. Planning Commission Board of Directors (November 2, 2011). Receive and place on file.
 - c. Revolving Loan Fund Committee (January 26, 2012). Receive and place on file.
 - d. Transportation Coordinating Committee (January 16, 2012). Receive and place on file.
2. Communication from Supervisor Dantine re: To look into Changing Chapter 4 for Public Works Employees and start the work week at 7:00 a.m. Monday instead of Sunday at midnight for more equitable management of overtime. *Motions at March Executive Committee Meeting: To refer to PD&T Cmte to discuss revising Chapter 4 related to start of work week. To refer to PD&T Cmte to discuss flat rate billable hours for highway equipment (trucks). To refer to staff (Public Works Director and HR) to bring back suggestions.*
3. Land Information - Review and approval of Request for Proposals (RFP) Project #1581: Digitizing historic aerial photos into GIS system. To approve the RFP as amended.
4. Public Works - Introduction of Paul Van Noie, Director of Public Works, with possible discussion to follow. *No action taken.*
5. Public Works - Facility Management - Budget Status Financial Report for January, 2012. Receive and place on file.
6. Public Works - Highway Department Budget to Actual – February, 2012. Receive and place on file.
7. Resolution re: Highway Reimbursement Resolution. To approve. Ayes: 4 (Erickson, Fleck, Haefs, Dantine) Nays: 1 (Kaster). See Resolutions, Ordinances April County Board.
8. Public Works - Ordinance Dealing with Revision of Speed Zone on County Rustic Road R8 Village of Suamico, Brown County, State of Wisconsin. To approve. See Resolutions, Ordinances April County Board.
9. Public Works - Ordinance Dealing with Revision of Speed Zone on County Highway ZZ Towns of Wrightstown & Rockland, Brown County, State of Wisconsin. To approve. See Resolutions, Ordinances April County Board.
10. Public Works - Director's Report. Receive and place on file.
11. UW-Extension - Budget Status Financial Report for December, 2012. Receive and place on file.
12. UW-Extension - Budget Adjustment Request (12-33): Increase in expenses with offsetting increase in revenue. To approve.

13. UW-Extension - Budget Adjustment Request (12-39): Increase in expenses with offsetting increase in revenue. To approve.
14. UW-Extension - Budget Adjustment Request (12-40): Increase in expenses with offsetting increase in revenue. To approve.
15. UW-Extension - Director's Report. Receive and place on file.
16. Port & Solid Waste - MRF Building and Baler Lease – Request for Approval. To approve.
17. Port & Solid Waste - Budget Status Financial Report for January – March, 2012. Receive and place on file.
18. Port & Solid Waste - Director's Report. Receive and place on file.
19. Audit of bills. Pay the bills.

A motion was made by Supervisor Erickson and seconded by Supervisor Dantine "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

No. 13e(i) -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF MARCH 26, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The LAND CONSERVATION SUB COMMITTEE met in regular session on March 26, 2012 and recommends the following motions.

1. Land and Water Conservation Department Budget Update 2011 Final. Receive and place on file.
2. Budget Adjustment Request (12-38): Increase in expenses with offsetting increase in revenue.
To approve.

A motion was made by Supervisor Dantine and seconded by Supervisor Kaster "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

No. 13f -- REPORT OF PUBLIC SAFETY COMMITTEE OF APRIL 4, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in regular session on April 4, 2012 and recommends the following motions:

1. Review of Minutes:
 - a. Fire Investigation Task Force Board of Directors (December 15, 2011).
 - b. Local Emergency Planning Committee – LEPC (January 10, 2012).
 - i. To take Items 1a and 1b together.
 - ii. To receive and place on file.
2. Public Safety Communications - Director's Report. Receive and place on file.

3. Sheriff - Key Factor Reports and Jail Average Daily Population by Month and Type for the Calendar Year 2012. Receive and place on file.
4. Sheriff - Budget Adjustment (12-22): Increase in expenses with offsetting increase in revenue. To approve.
5. Sheriff - Budget Adjustment (12-23): Increase in expenses with offsetting increase in revenue. To approve.
6. Sheriff's Report. Receive and place on file.
7. Medical Examiner - 2012 Brown County Medical Examiner Activity Spreadsheet. Receive and place on file.
8. Audit of bills. No action taken.

A motion was made by Supervisor De Wane and seconded by Supervisor Buckley **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 14 -- COMMITTEE OF THE WHOLE:

A motion was made by Supervisor De Wane and seconded by Supervisor Nicholson **"to take Items #14b, #14d thru #14k in one vote"**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Buckley and seconded by Supervisor Kaster **"to refer Items #14b thru #14k back to Executive Committee"**. Voice vote taken. Motion failed.

Chair Moynihan stated he will take each item separately. Following discussion, the vote was taken.

Vacant Budgeted Positions - Requests to Fill:

**PLEASE NOTE: THE ATTACHMENTS FOR ITEMS
#14B THRU #14K ARE AT THE END OF THE MINUTES**

No. 14b -- DISTRICT ATTORNEY'S OFFICE - CLERK TYPIST 1 - VACATED 3/19/2012

A motion was made by Supervisor La Violette and seconded by Supervisor Schuller **"to adopt"**. Voice vote taken. Motion carried with Supervisors Buckley and Kaster voting nay.

No. 14c -- HUMAN SERVICES - COMMUNITY PROGRAMS DIRECTOR

Following discussion, a motion was made by Supervisor Clancy and seconded by Supervisor Hopp **"to adopt"**. Voice vote taken. Motion carried with Supervisors Van Dyck, Buckley, Kaster and Dantine voting nay.

No. 14d -- HUMAN SERVICES - CTP - CLERK RECEPTIONIST - VACATED 4/2/2012

A motion was made by Supervisor Evans and seconded by Supervisor Vander Leest **"to adopt"**. Voice vote taken. Motion carried with Supervisors Buckley, Kaster and Nicholson voting nay.

No. 14e -- HUMAN SERVICES - CTP - CLINICAL SOCIAL WORKER - VACATED 3/30/2012

A motion was made by Supervisor Evans and seconded by Supervisor Hoyer **“to adopt”**. Voice vote taken. Motion carried with Supervisors Buckley, Kaster and Nicholson voted nay.

No. 14f -- HUMAN SERVICES - ECONOMIC SUPPORT SPECIALIST 1 - VACATED 4/12/2012

A motion was made by Supervisor Wetzel and seconded by Supervisor De Wane **“to adopt”**. Voice vote taken. Motion carried with Supervisors Buckley, Kaster and Nicholson voting nay.

No. 14g -- HUMAN SERVICES - SOCIAL WORKER/CASE MANAGER - CPS - VACATED 4/9/2012

A motion was made by Supervisor Evans and seconded by Supervisor Schuller **“to adopt”**. Voice vote taken. Motion carried with Supervisors Buckley, Kaster and Nicholson voting nay.

No. 14h -- PORT AND SOLID WASTE - CLERK TYPIST II - VACATED 3/2/2012

A motion was made by Supervisor Erickson and seconded by Supervisor Dantine **“to adopt”**. Voice vote taken. Motion carried with Supervisors Van Dyck, Kaster, Hopp and Buckley voting nay.

No. 14i -- PUBLIC WORKS FACILITIES - HOUSEKEEPER 1 - VACATED 4/2/2012

A motion was made by Supervisor Steffen and seconded by Supervisor Carpenter **“to adopt”**. Voice vote taken. Motion carried with Supervisors Kaster, Hopp and Buckley voting nay.

No. 14j -- REGISTER OF DEEDS - CLERK III (REAL ESTATE) - VACATED 2/20/2012

A motion was made by Supervisor Dantine and seconded by Supervisor Clancy **“to adopt”**. A motion was made by Supervisor Vander Leest and seconded by Supervisor Buckley **“to refer back to Committee”**. Vote taken. Roll Call #14j(1):

Ayes: Nicholson, Hopp, Haefs, Vander Leest, Buckley, Kaster, Van Dyck

Nays: Sieber, De Wane, Hoyer, Erickson, Zima, Evans, Landwehr, Dantine, La Violette, Williams, Schuller, Robinson, Clancy, Wetzel, Moynihan, Steffen, Carpenter, Lund, Fewell

Total Ayes: 7 Total Nays: 19
Motion defeated.

Voice vote taken on Supervisor Dantine’s motion **“to adopt”**. Motion carried with Supervisors Buckley, Nicholson, Kaster, Vander Leest, Hopp and Van Dyck voting nay.

No. 14k -- VETERAN’S SERVICES - CLERK TYPIST 1 - VACATED 4/6/2012

A motion was made by Supervisor De Wane and seconded by Supervisor La Violette **“to adopt”**. Voice vote taken. Motion carried with Supervisors Buckley and Kaster voting nay.

No. 15 -- RESOLUTIONS, ORDINANCES:

**No. 15a -- RESOLUTION RE: REAUTHORIZATION OF SELF-FUNDED WORKER'S
COMPENSATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Brown County is a qualified political subdivision of the State of Wisconsin;
and

WHEREAS, the Wisconsin Workers' Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-funded) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-fund worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department; and

WHEREAS, the Board of Supervisors Administration Committee at its March 22, 2012 meeting approved the continuation of the self-funded worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60 (3).

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors does resolve as follows:

- (1) To provide for the continuation of a self-funded worker's compensation program that is currently in effect;
- (2) To authorize the County Clerk to forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

Respectfully submitted,
ADMINISTRATION COMMITTEE

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. This is an authorizing resolution to allow the County to continue the self-funded worker's compensation program.

A motion was made by Supervisor Williams and seconded by Supervisor Wetzel **"to adopt"**. Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 4/23/2012

No. 15b -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION SHERIFF'S DEPARTMENT (SERGEANT - FRAUD INVESTIGATOR)

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, in 2011 a study of the welfare fraud investigation process was completed and it was found beneficial to use law enforcement for conducting these investigations; and

WHEREAS, it was approved to delete (2.0) FTE Welfare Fraud Investigators from the Human Services table of organization and add 1.0 FTE Sergeant – Fraud Investigator to the Sheriff's Department table of organization; and

WHEREAS, in January, 2012, a communication was submitted to Executive Committee requesting the addition of a Fraud Investigator to the Sheriff's Department table of organization to be used in conjunction with the current Fraud Investigator assigned to work with Human Services; and

WHEREAS, this position would be reviewed after one year; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves the addition 1.0 FTE Sergeant – Fraud Investigator position in the Sheriff Department's table of organization to be used in conjunction with the current Fraud Investigator assigned to work with Human Services.

BE IT FURTHER RESOLVED that this position will be reviewed after one year.

Budget Impact:

2012 Partial Budget Impact (05/01/12 – 12/31/12):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Sergeant – Fraud Investigator	1.00	Addition	\$46,317	\$22,064	\$68,381
2012 Partial Budget Impact			<u>\$46,317</u>	<u>\$22,064</u>	<u>\$68,381</u>

2012 Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Sergeant – Fraud Investigator	1.00	Addition	\$69,476	\$33,096	\$102,572
2012 Annualized Budget Impact			<u>\$69,476</u>	<u>\$33,096</u>	<u>\$102,572</u>

This resolution requires an appropriation from the General Fund in the amount of \$68,381 for 2012. **For passage, this resolution must be adopted by a two-thirds majority of the**

members elect and the Clerk must publish a Class 1 notice of the change within 10 days per Wis. Stat. §65.90(5)(a).

Respectfully submitted,
EXECUTIVE COMMITTEE

Submitted by Human Resources. Final Draft Approved by Corporation Counsel.

A motion was made by Supervisor De Wane and seconded by Supervisor Buckley **“to adopt”**.

A motion was made by Supervisor Vander Leest and seconded by Supervisor Haefs **“to request to fund the Sergeant - Fraud Investigator from the salary line item in the Sheriff’s Department for \$68,381”**. Vote taken. Roll Call #15b(1):

Ayes: Nicholson, Haefs, Erickson, Zima, Evans, Vander Leest, Landwehr, Dantine, Williams, Kaster, Lund

Nays: Sieber, De Wane, Hoyer, Hopp, Buckley, La Violette, Van Dyck, Schuller, Robinson, Clancy, Wetzell, Moynihan, Steffen, Carpenter, Fewell.

Total Ayes: 11 Total Nays: 15
Motion failed.

A vote was taken on Supervisor De Wane’s motion **“to adopt”**. Vote taken. Roll Call #15b(2):

Ayes: Sieber, De Wane, Nicholson, Hoyer, Hopp, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, La Violette, Williams, Kaster, Van Dyck, Schuller, Robinson, Clancy, Wetzell, Moynihan, Steffen, Carpenter, Lund, Fewell

Nays: Haefs, Dantine

Total Ayes: 24 Total Nays: 2
Motion carried.

Approved by: \s\ Troy Streckenbach, County Executive Date: 4/23/2012

No. 15b(i) -- BUDGET ADJUSTMENT REQUEST (12-44) Approval required in the event that Item #15b is approved -- See attached memo,

April 11, 2012

TO: County Board of Supervisors
FROM: Carolyn Maricque
Interim Director of Administration
SUBJECT: Welfare Fraud Investigator

Attached is a budget adjustment request that is required if the resolution to add a Sergeant – Fraud Investigator position in the Sheriff’s Department is approved. If the resolution is not approved by the Board of Supervisors, action should not be taken on this budget adjustment.

The budget adjustment appropriates \$68,381 from the General Fund to the Sheriff’s Department to fund the wages and fringes for the position. The budget adjustment is being done in consideration with the resolution to ensure that the authorization to amend the budget does not further delay the hiring of the position if approved.

12-44

BUDGET ADJUSTMENT REQUEST

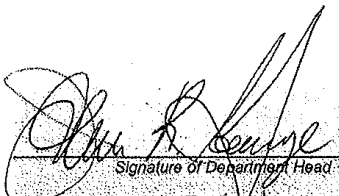
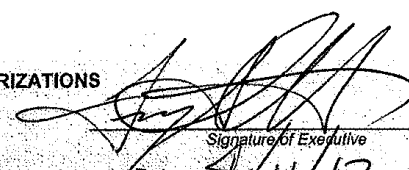
<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.071.5100	Regular Earnings	46,317
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.071.5110.100	Fringe Benefits - FICA	22,064
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.071.9004	Intrafund Transfer In (Sheriff)	68,381
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9005	Intrafund Transfer Out (GF)	68,381

Narrative Justification:

This is a request to appropriate \$68,381 from the General Fund and increase wages and fringes in the Sheriff's Investigative Division budget for the hiring of a welfare fraud investigator through the remainder of 2012. This position will work in conjunction with the current fraud investigator.

This request is in conjunction with a resolution to change the Sheriff's table of organization to add the investigator position as requested by the Public Safety Committee at the Dec. 7, 2011 committee meeting.

 Signature of Department Head Department: Sheriff Date: 04/11/12	AUTHORIZATIONS  Signature of Executive Date: 4/11/12	BMM 4-11-12
--	--	----------------

Rev 10/09

15 bi

A motion was made by Supervisor De Wane and seconded by Supervisor Buckley **“to adopt”**.
Vote taken. Roll Call #15bi(1):

Ayes: Sieber, De Wane, Nicholson, Hoyer, Hopp, Erickson, Zima, Evans, Vander Leest,
Buckley, Landwehr, Dantine, La Violette, Williams, Kaster, Van Dyck, Schuller,
Robinson, Clancy, Wetzell, Moynihan, Steffen, Carpenter, Lund, Fewell

Nays: Haefs

Total Ayes: 25 Total Nays: 1
Motion carried.

**No. 15c -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION HUMAN
SERVICES - COMMUNITY TREATMENT CENTER FOOD SERVICE
WORKERS I AND II**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Human Services - CTC Dietary Division currently has 4.51 FTE Food Service Worker I, 6.33 FTE Food Service Worker II, and 3.02 FTE Cook positions in the table of organization; and

WHEREAS, Human Resources in conjunction with Human Services - CTC Dietary Division evaluated the needs of the operation and the services provided to the clients; and

WHEREAS, it was determined to combine the Food Service Worker I and II to create flexibility and efficiencies; and

WHEREAS, the Human Resources Department in conjunction with Human Services - CTC Dietary are recommending the deletion of (4.51) FTE Food Service Worker I and (6.33) FTE Food Service Worker II positions and the addition of .48 FTE Cook and 9.10 FTE Food Service Worker positions to the Human Services - CTC Table of Organization; and

WHEREAS, the Human Resources Department recommends a starting wage for the Food Service Worker of \$10.50 per hour and after six months \$11.00 per hour; and

WHEREAS, the Human Resources Department further recommends the incumbent's wage be redlined until the compensation plan catches up to the current wage; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the deletion of (4.51) FTE Food Service Worker I and (6.33) FTE Food Service Worker II positions and the addition of .48 FTE Cook and 9.10 FTE Food Service Worker positions to the Human Services - CTC Table of Organization; and

BE IT FURTHER RESOLVED, the starting wage for the Food Service Worker is \$10.50 per hour and after six months is \$11.00 per hour; and

BE IT FURTHER RESOLVED, the incumbent's wage is redlined until the compensation plan catches up to the current wage.

2012 Partial Budget Impact (04/01/12 – 12/31/12):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Food Service Worker I	(4.51)	Deletion	\$(93,110)	\$(62,506)	\$(155,616)
Food Service Worker II	(6.33)	Deletion	\$(158,832)	\$(91,758)	\$(250,590)
Cook	.48	Addition	\$ 12,977	\$ 7,092	\$ 20,069
Food Service Worker (redlined rate)	6.50	Addition	\$ 163,098	\$ 94,222	\$ 257,320
Food Service Worker (redlined rate)	2.35	Addition	\$ 48,516	\$ 32,570	\$ 81,086
Food Service Worker (new rate)	.25	Addition	\$ 4,290	\$ 3,340	\$ 7,630

2012 Annualized Budget Impact

\$(23,061) \$(17,040) \$(40,101)

2012 Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Food Service Worker I	(4.51)	Deletion	\$(124,147)	\$(83,341)	\$(207,488)
Food Service Worker II	(6.33)	Deletion	\$(211,776)	\$(122,344)	\$(334,120)
Cook	.48	Addition	\$ 17,302	\$ 9,456	\$ 26,758
Food Service Worker (redlined rate)	6.50	Addition	\$ 217,464	\$ 125,629	\$ 343,093
Food Service Worker (redlined rate)	2.35	Addition	\$ 64,688	\$ 43,426	\$ 108,114
Food Service Worker (new rate)	.25	Addition	\$ 5,720	\$ 4,453	\$ 10,173

2012 Partial Budget Impact

\$(30,749) \$(22,721) \$(53,470)

This resolution does not require an appropriation from the General Fund, since it reduces costs in the CTC Dietary Division.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Final Draft by Human Resources and Approved by Corporation Counsel.

A motion was made by Supervisor La Violette and seconded by Supervisor Vander Leest “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 4/23/2012

ATTACHMENT TO RESOLUTION #15C

To: Debbie Klarkowski, Human Resources Manager
From: Lynn Fuss, Human Resources Analyst
Date: March 23, 2012
RE: Human Services CTC Dietary Department Table of Organization Change

Currently the Human Services CTC Dietary Department is budgeted for a total of 13.86 FTE that are responsible for the food preparation, portioning, cleaning and distribution at the Community Treatment Center. These FTEs are further identified as 4.51 FTE Food Service Worker I (FSW I), 6.33 FTE Food Service Worker II (FSW II) and 3.02 FTE Cook. The FSW I is responsible for performing dish room duties, cleaning, handling food preparation, serving

food and other related food service tasks. The FSW II is responsible for maintaining patient and resident diet cards, food preparation, cleaning, dishwashing and storeroom duties. The Cook is responsible for cooking, baking and food preparation for patients and residents.

The Interim Nutritional Services Manager, working in collaboration with Human Resources, evaluated the Food Service Worker I and Food Service Worker II job descriptions and overall staffing requirements as it relates to the needs and efficiencies of the Dietary Department. It is recommended that the Dietary Department combine the FSW I and the FSW II positions into one position titled Food Service Worker (FSW). Combining the FSW I and FSW II positions will provide the Dietary Department with more flexibility and better coverage to meet the needs of the department. It is also recommended to change the starting rate of pay for the FSW position to be in line with the market wage for the position. Employees currently in FSW I and FSW II positions will be transferred to FSW positions and be cross trained in all aspects of the FSW responsibilities. FSW I and FSW II employees who are transferred to FSW position will be redlined at their current rate of pay as long as they are in the FSW position.

<u>Current Budget</u>		<u>Recommended</u>	
Food Service Worker I	4.51 FTE	Food Service Worker	9.1 FTE
Food Service Worker II	<u>6.33 FTE</u>		
	13.86 FTE		
Cook	3.02 FTE	Cook	3.5 FTE

It is recommended combining the FSW I and FSW II positions into FSW reducing total FTE and increasing its flexibility to meet the demands of the department. Moving forward it is recommended that Food Service Workers receive a starting wage of \$10.50 per hour and after 6 months a wage of \$11.00 per hour.

The position description for new Food Service Worker has been created and fiscal impact information is attached.

BUDGET IMPACT

Human Services – Community Treatment Center - Dietary
Delete (4.51) Food Service Worker I; Delete (6.33) Food Service Worker II;
Add .48 Cook, Add 9.10 Food Service Worker

2012 Partial Budget Impact (04/01/12 – 12/31/12):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Food Service Worker I	(4.51)	Deletion	\$(93,110)	\$(62,506)	\$(155,616)
Food Service Worker II	(6.33)	Deletion	\$(158,832)	\$(91,758)	\$(250,590)
Cook	.48	Addition	\$ 12,977	\$ 7,092	\$ 20,069
Food Service Worker (redlined rate)	6.50	Addition	\$ 163,098	\$ 94,222	\$ 257,320
Food Service Worker (redlined rate)	2.35	Addition	\$ 48,516	\$ 32,570	\$ 81,086
Food Service Worker (new rate)	.25	Addition	\$ 4,290	\$ 3,340	\$ 7,630
2012 Annualized Budget Impact			<u>\$(23,061)</u>	<u>\$(17,040)</u>	<u>\$(40,101)</u>

2012 Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Food Service Worker I	(4.51)	Deletion	\$(124,147)	\$(83,341)	\$(207,488)
Food Service Worker II	(6.33)	Deletion	\$(211,776)	\$(122,344)	\$(334,120)
Cook	.48	Addition	\$ 17,302	\$ 9,456	\$ 26,758
Food Service Worker (redlined rate)	6.50	Addition	\$ 217,464	\$ 125,629	\$ 343,093
Food Service Worker (redlined rate)	2.35	Addition	\$ 64,688	\$ 43,426	\$ 108,114
Food Service Worker (new rate)	.25	Addition	\$ 5,720	\$ 4,453	\$ 10,173

2012 Partial Budget Impact

\$(30,749) \$(22,721) \$(53,470)

No. 15d -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION HUMAN SERVICES - COMMUNITY TREATMENT CENTER (CLINICAL SOCIAL WORKER/PROFESSIONAL COUNSELOR/CASE MANAGER)

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Human Services - CTC has a vacant AODA Counselor III; and

WHEREAS, Human Resources in conjunction with Human Services - CTC evaluated the needs of the department and the services provided to the public; and

WHEREAS, it was determined that a Clinical Social Worker/Professional Counselor/Case Manager would better fit the needs of the department; and

WHEREAS, the cost of this position would be offset by the deletion of (1.00) FTE AODA Counselor III position; and

WHEREAS, the Human Resources Department in conjunction with Human Services - CTC are recommending the deletion of (1.00) FTE AODA Counselor III and the addition of 1.00 FTE Clinical Social Worker/Professional Counselor/Case Manager to the Human Services - CTC Table of Organization; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the deletion of (1.00) FTE AODA Counselor III and the addition of 1.00 FTE Clinical Social Worker/Professional Counselor/Case Manager to the Human Services - CTC Table of Organization.

BE IT FURTHER RESOLVED, that the cost of the Clinical Social Worker position is offset by deleting the AODA Counselor III.

2012 Partial Budget Impact (04/01/12 – 12/31/12):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
AODA Counselor III	(1.00)	Deletion	\$(47,048)	\$(17,638)	\$(64,686)
Clinical Social Worker/ Professional Counselor/Case Manager	1.00	Addition	\$ 47,048	\$ 17,638	\$ 64,686
2012 Partial Budget Impact			\$ --	\$ --	\$ --

2012 Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
AODA Counselor III	(1.00)	Deletion	\$(62,732)	\$(23,517)	\$(86,249)
Clinical Social Worker/ Professional Counselor/Case Manager	1.00	Addition	\$ 62,732	\$ 23,517	\$ 86,249
2012 Annualized Budget Impact			\$ --	\$ --	\$ --

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Final Draft by Human Resources and Approved by Corporation Counsel.

Fiscal Note: This resolution does not require an appropriation from the General Fund because the cost of the Clinical Social Worker position is offset by deleting the AODA Counselor III.

A motion was made by Supervisor Fewell and seconded by Supervisor Evans **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive Date: 4/23/2012

ATTACHMENT TO RESOLUTION #15D

HUMAN RESOURCES DEPARTMENT MEMO

TO: Debbie Klarkowski
Human Resources Manager
FROM: Lisa Younk
Human Resources Analyst
DATE: March 19, 2012
SUBJECT: Department Reorganization at Human Services

I. Introduction:

The Human Resources Department, in conjunction with the Human Services Department/Community Treatment Center, was asked to evaluate a reorganization of Human Services/Community Treatment Center to delete one (1) FTE Alcohol and other Drug Abuse (AODA) Counselor III and add one (1) FTE Clinical Social Worker.

The person who most recently vacated the AODA Counselor III position actually fulfilled more of the job duties related to the Clinical Social Worker than the AODA Counselor III position. Utilizing the Clinical Social Worker title and job description will allow greater flexibility and utilization of the employee than what the AODA Counselor III title limits them to.

II. Research Completed

1. Discussions with Mary Johnson, Hospital and Nursing Home Administrator and Paula Dutour, Clinical Program Coordinator
2. Review of current job descriptions
3. Review of proposed organizational changes

III. Current Situation/ Structure

The Community Treatment Center table of organization currently contains 1.5 AODA Counselor III positions and ten (10) Clinical Social Worker positions. The position, however, actually functions as a Clinical Social Worker.

IV. Proposed Structure

Additional review of the services provided by other counties, their efficiency issues, and the impact of the increased State requirements, has shown that Brown County will be better served with the flexibility that another Clinical Social Worker position can provide.

The Clinical Social Worker is expected to provide both AODA and general Counseling/Social Worker services.

V. Recommendation

Changing the title from AODA Counselor III to Clinical Social Worker is budget neutral because both positions are in the same pay grade. A budget impact statement is attached.

It is recommended to delete (1) FTE Alcohol and other Drug Abuse (AODA) Counselor III and add one (1) FTE Clinical Social Worker.

2012 Budget Impact Calculation

Human Services - Community Treatment Center

Delete (1.00) FTE AODA Counselor III;

Add 1.00 FTE Clinical Social Worker/Professional Counselor/Case Manager

<u>2012 Partial Budget Impact:</u>	04/01/12- 12/31/12	Clinical Social Worker	AODA Counselor III	Budget Impact
2012 Salary		\$ 47,048.63	\$ (47,048.63)	\$ (0.00)
2012 Fringe Benefits		\$ 17,637.66	\$ (17,637.66)	\$ (0.00)
		<u>\$ 64,686.28</u>	<u>\$ (64,686.28)</u>	<u>\$ 0.00</u>
<u>2012 Annual Budget Impact:</u>	Annualized			
2012 Salary		\$ 62,731.50	\$ (62,731.50)	\$ -
2012 Fringe Benefits		\$ 23,516.88	\$ (23,516.88)	\$ (0.00)
		<u>\$ 86,248.38</u>	<u>\$ (86,248.38)</u>	<u>\$ (0.00)</u>

Note: The AODA Counselor III position is in the 2012 budget.

No. 15e -- RESOLUTION RE: HIGHWAY REIMBURSEMENT

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Brown County Board of Supervisors previously authorized the issuance of General Obligation Bonds in an amount not to exceed \$6,070,000 for the purpose of paying the cost of highway improvements including the CTH "GV"/South Bridge Arterial Reconstruction, CTH "GV"/Monroe Road Reconstruction, CTH "B"/School Lane (Intersection at CTH "HS" roundabout), CTH "N", CTH "M", CTH "C", and CTH "K", and up to \$122,000 in associated debt issuance expenses for a total not to exceed \$6,192,000; and

WHEREAS, the proceed of the bonds will not be available until after June 1, 2012; and

WHEREAS, work on the highway improvements is required to commence prior to the time that the proceeds of the bonds will be available.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that the County shall make expenditures as needed from its funds on hand to pay the costs of the above-approved highway projects until bond proceeds, which may be issued in the maximum principal amount of \$6,192,000, become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the bonds.

Respectfully submitted,
EXECUTIVE COMMITTEE
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

Final Draft Approved by Corporation Counsel

A motion was made by Supervisor Vander Leest and seconded by Supervisor Erickson **"to adopt"**. Vote taken. Roll Call #15e(1):

Ayes: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Williams, Schuller, Robinson, Clancy, Wetzell, Moynihan, Steffen, Carpenter, Lund, Fewell

Nays: Kaster, Van Dyck

Total Ayes: 24 Total Nays: 2
Motion carried.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 4/23/2012

ATTACHMENT TO RESOLUTION #15E
ON FOLLOWING PAGE.

February 22, 2012

TO: Planning, Development & Transportation Committee
FROM: Carolyn Maricque
Interim Director of Administration
SUBJECT: 2012 Highway Reimbursement Resolution

Attached is a reimbursement resolution for the 2012 approved Highway Projects. In order for the 2012 Highway projects to begin on time that are funded with bonds, the reimbursement resolution needs to be approved. This resolution allows the expenditures that are made prior to proceeds of the bond being received to be reimbursed by the bond. If this resolution is not passed, the 2012 Highway projects will be on hold until funds are received. If highway construction expenditures are made prior to the bond funds being received without an approved reimbursement resolution, the expenditures will not be allowable under IRS guidelines to be reimbursed by the bond.

cc: Troy Streckenbach, County Executive

No. 15f -- ORDINANCE DEALING WITH REVISION OF SPEED ZONE ON COUNTY HIGHWAY ZZ TOWNS OF WRIGHTSTOWN AND ROCKLAND, BROWN COUNTY, WISCONSIN

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1: A traffic and engineering investigation having been made on the following described highway, the maximum permissible speed at which vehicles may be operated on said highway, which speed herewith established as reasonable and safe pursuant to Section 349.11, Wisconsin Statutes, shall be as set forth within, and upon the erection of standard signs giving notices thereof.

Section 2: Section 340.0003, Schedule A of the Brown County Code is hereby amended as follows:

Remove: County Trunk Highway ZZ, Towns of Wrightstown & Rockland:

Forty-five miles per hour from its intersection with Masse Circle; southerly to the intersection of Mallard Road.

Add: County Trunk Highway ZZ, Town of Rockland

Forty-five miles per hour from its intersection with Masse Circle; southerly to the intersection of Wrightstown Road.

County Trunk Highway ZZ, Town of Wrightstown:

Remove: Forty-five miles per hour from its intersection with Mallard Road; thence southerly to the Wrightstown Village Limits.

Add: Thirty-five miles per hour from its intersection with Wrightstown Road; thence southerly to the Wrightstown Village Limits.

Section 3: This ordinance shall take effect upon passage and publication.

Fiscal Note: Minimal financial impact

Respectfully Submitted,
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

Final Draft Approved by Corporation Counsel.

A motion was made by Supervisor Buckley and seconded by Supervisor Dantine "to adopt".
Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:	<u>\s\ Troy Streckenbach, County Executive</u>	Date:	4/23/2012
Approved by:	<u>\s\ Darlene K. Marcelle, County Clerk</u>	Date:	4/24/2012
Approved by:	<u>\s\ Patrick Moynihan, Jr., Board Chairman</u>	Date:	4/24/2012

**No. 15g -- ORDINANCE DEALING WITH REVISION OF SPEED ZONE ON COUNTY
RUSTIC ROAD R8 VILLAGE OF SUAMICO, BROWN COUNTY, STATE OF
WISCONSIN**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1: Section 340.0003, Schedule A of the Brown County Code is hereby amended as follows:

County Rustic Road R8, Village of Suamico:

Delete: Twenty-five miles per hour for all vehicles on that part described as follows: Beginning at the intersection of Pine Lane and Westview Road; thence easterly on Westview Road, approximately 1 mile; thence northerly on Reforestation Road, approximately one-half mile; thence westerly on Sunrise Road, approximately one mile to Pine Lane.

Forty-five miles per hour for all vehicles on that part of Pine Lane lying between Westview Road and Sunrise Road, approximately one-half mile.

This revision is the result of a jurisdictional roadway transfer from Brown County to the Village of Suamico.

Section 2: This ordinance shall take effect upon passage and publication.

Fiscal Note: Minimal financial impact

Respectfully Submitted,
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

Final Draft Approved by Corporation Counsel

A motion was made by Supervisor Dantine and seconded by Supervisor Kaster "to adopt".
Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive
Approved by: \s\ Darlene K. Marcelle, County Clerk
Approved by: \s\ Patrick Moynihan, Jr., Board Chairman

Date: 4/23/2012
Date: 4/24/2012
Date: 4/24/2012

No. 16 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

Supervisor La Violette thanked Supervisors Zima and Scray for serving as Chair and Vice Chair over the past two years.

Late Communications:

No. 16a -- FROM SUPERVISOR VANDER LEEST RE: REQUEST FOR A SUMMARY OF THE TOP 25 EMPLOYERS IN BROWN COUNTY TO DETERMINE EMPLOYEE HEALTH CARE CONTRIBUTIONS AND OTHER EMPLOYEE BENEFITS PROVIDED.

Refer to Administration Committee.

No. 16b -- FROM SUPERVISOR VANDER LEEST RE: REQUEST FOR AN UPDATE FROM SHERIFF GOSSAGE ON QUEST CARD MISUSE IN BROWN COUNTY. A CLOSED SESSION SHOULD BE ON THE AGENDA FOR THIS ITEM.

Refer to Public Safety Committee.

No. 17 -- BILLS OVER \$5,000 FOR PERIOD ENDING MARCH 31, 2012.

A motion was made by Supervisor Fewell and seconded by Supervisor Clancy **“to pay the bills for the period ending March 31, 2012”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 18 -- CLOSING ROLL CALL.

Present: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Williams, Kaster, Van Dyck, Schuller, Robinson, Clancy, Wetzel, Moynihan, Steffen, Carpenter, Lund, Fewell

Total Present: 26

No. 19 -- ADJOURNMENT TO WEDNESDAY, MAY 16, 2012 AT 7:00 P.M., LEGISLATIVE ROOM #203, CITY HALL, 100 NORTH JEFFERSON STREET, GREEN BAY, WISCONSIN.

A motion was made by Supervisor Carpenter and seconded by Supervisor Hoyer **“to adjourn to the above date and time”**. Voice vote taken. Motion carried unanimously with no abstentions.

Meeting adjourned on 1:30 p.m.

\s\ DARLENE K. MARCELLE
Brown County Clerk

ATTACHMENTS FOR ITEMS #14B THRU #14K

OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4190, FAX (920) 448-4189

DAVID L. LASEE
DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Lawrence J. Lasee
Dana J. Johnson

VICTIM WITNESS COORDINATOR
Karen H. Dorau
(920) 448-4194

ASSISTANT DISTRICT ATTORNEYS

March 12, 2012

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager
Carolyn Maricque, Director of Administration

FROM: District Attorney David L. Lasee

SUBJECT: Request to Fill – Clerk Typist I position

Mary M. Kerrigan-Mares
Wendy W. Lemkuil
Amy R.G. Pautzke
Janean A. Olson
Kevin C. Greene
Eric R. Enli
Thomas J. Coaty
Beau G. Liegeois
Kate R. Zuidmulder
Sarah E. Belair
Cynthia L. Vopal

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties of our Clerk Typist I are essential.

This position is our file clerk, responsible for the maintenance of the department's court files including creating the file, entering and bar-coding the file, routing the file to the appropriate party, printing court dockets and comparing dockets received from the circuit courts and knowledge of the file location using the Zasio/Versatile and InfoKeeper retrieval systems.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Daily the dockets are checked and the Clerk Typist I puts out a report to the entire staff which consists of the necessary files still needed for court.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The District Attorney's office just went through a LEAN event revolving around our files.

This open position needs a full time permanent staff member at the helm. Consolidating such a position, eliminating or outsourcing this position would have a negative impact.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There are budgeted funds sufficient to cover the cost of filling the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The job duties are currently being handled by a Limited Term Employee [LTE] who was trained by our File Clerk. For a short duration, such as a vacation, our office has utilized the two staff members within the office who have held the position of File Clerk to function in this role. The other support staff members assist with the other job duties.

14b

2012 Budget Impact Calculation
For the Period 01/01/2012-12/31/2012
District Attorney
Clerk Typist I

<u>2012 Budget Impact:</u>	Annualized	2012
2012 Salary		\$ 30,479.00
2012 Fringe Benefits		<u>\$ 18,901.00</u>
		<u>\$ 49,380.00</u>

Note: this position is in the 2012 budget

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BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

April 10, 2012

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Brian Shoup, Executive Director
Brown County Human Services

SUBJECT: Community Programs Director – request to fill position

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The Community Programs Director position is essential in managing the day-to-day operations of the Community Services Division within the Human Services Department. This position serves as Deputy Director of Human Services in the absence of the Human Services Executive Director. The Community Programs Director is central to the planning, organization and development of a comprehensive system of community-based human services including: juvenile justice, child protective programs, children's services, adult protective services, substance abuse services, mental health services, crisis services, protective payee services, volunteer services, access services, long-term care & economic support services.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Director of Community Programs leads approximately 300 employees. If the Community Programs division would be a department, it would be the 2nd largest department in the county, surpassed only by the sheriff's department.

Job responsibilities include, but are not limited to:

- a. Selects, assigns, trains and evaluates 4 subordinate managers and 15 supervisors below them.
- b. Establishes clear goals and strategies, along with performance metrics for key services.
- c. Acts as a liaison with community and state groups and agencies; serves as representative on various committees and boards, including long-term planning and development.
- d. Develops and approves evidence-based protocols for community-based services.
- e. Participates in the development of 3rd party beneficiary contract specifications.
- f. Assures compliance of community based human services units with federal, state, county regulatory and accreditation standards.
- g. Heads up the annual departmental budget process including presentations at Boards and Committees as needed.



14C

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

There are future opportunities to consolidate other related services within county operations. This vacancy presents the opportunity to recruit candidates with the right mix of talent & experience that could provide a broad spectrum of leadership to enable further consolidation of services to be considered.

Even with the transfer of some long term care services currently operated or purchased by Brown County Human Services to the NEW Family Care District in 2014, the department will remain a formidable, robust and complex human service organization with significant managerial challenges. In fact, it will still be the 3rd largest such organization in Wisconsin. Of note, all of the HS departments in the Fox Valley counties along with others as small as the Marinette County Department of Health & Human Services and the Oconto County Department of Health & Human Services have deputy director positions.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

Eliminating the Director of Community Services would entail my overseeing the work of the CTC Administrator, the Finance Manager, The Provider Relations Manager, along with the work of each of the four manager positions & 15 supervisors within the Community Services Division. This latter division includes a complex array of services including child neglect, child abuse, juvenile justice, assessment & stabilization, crisis, protective payee, adult protective services, volunteer services, adult AODA & mental health, children's AODA/mental health, provider network coordination, quality assurance and access services in addition to the various long term services expected to be spun off in 2014. To accomplish this would require an almost exclusive operational rather than strategic focus on my part. Without a Director of Community Services to oversee the day-to-day operations of the Community Services Division, my time focusing on the CTC would be limited.

14C

2012 Budget Impact Statement
Director of Community Programs

2012 Budget Impact:

	2012
2012 Salary	\$ 71,183.00
2012 Fringe Benefits	<u>\$ 24,726.00</u>
	<u>\$ 95,909.00</u>

14c

BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
Outpatient Clinical Services Division
3150 Gershwin Drive
Green Bay, WI 54311



Phone (920) 391-6940

03-21-2012

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Genevieve Willemon
Office Manager –Human Services- Community Treatment Program

SUBJECT: Clerk Receptionist

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

This job description has just been updated.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, they are related to mandatory services. This position works in the clerical and records area, which are bound by Federal and State laws including confidentiality and HIPAA. This position supports the staff with record keeping, filling in the other office positions and AODA secretary position when needed.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The office work is divided among the staff members and this position would include responsibilities such as making sure the following days appointments are set up, maintaining quality checks on information in to the client's files, completing tasks that are unable to be done during regular daytime business hours, scanning received reports into the patient record.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The position will be part of a reorganizing of responsibilities as a part time position has been eliminated for 2012. The day to day responsibilities of the office will be shared and this position will also be the backup for the Clerk/Receptionist and AODA secretary. While working in two systems, the existing AS400 and the new Electronic Medical Record, this position will make sure the patient has been entered into the two systems and tracked appropriately. This position would work with intake for the therapist and the doctors and look at the client's financial eligibility to help boost revenue.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This is a budgeted position which was vacated due to a retirement.

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6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact would be that the existing office staff would not be able to cover the open hours and workload of the clinic efficiently or appropriately. Time sensitive material including doctor assessments, medication follow-ups, and outside reports and information received would not be available in a timely manner which could cause medication errors to occur.

2012 Budget Impact Calculation
For the Period 01/01/2012-12/31/2012
Human Services - CTP
Clerk Receptionist

<u>2012 Budget Impact:</u>	Annualized	2012
2012 Salary		\$ 33,654.00
2012 Fringe Benefits		<u>\$ 19,356.00</u>
		<u>\$ 53,010.00</u>

Note: this position is in the 2012 budget

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BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
Outpatient Clinical Services Division
3150 Gershwin Drive
Green Bay, WI 54311



Phone (920) 391-6940

March 21, 2012

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Kevin Lunog, Behavioral Health Manager
Human Services –Community Treatment Program

SUBJECT: Request to Fill – Clinical Social Worker

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

This job description in particular has been worked on and revised in the past two years to make it workable for the inpatient area as well as the outpatient.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes they are related to mandated services and statutory requirements in our programs.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position acts as a team lead and collaborates with the non degreed staff on clinical issues and planning for their clients. They also carry a caseload of more difficult and challenging clients that need more clinical supervision to remain in the community so we do not need to fund a placement for them. They also bill out for crisis work under one of our program licenses.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

With the recent changes to the job duties of the Clinical Social Worker, we are able to provide more therapy which will help boost our revenue and makes therapy accessible to the uninsured or Medicaid clients on our caseloads. It allows for access to clinical consultation for our non-degreed staff in a timely fashion and assists with our meeting program requirements. We have more flexibility with counseling, case management and consultation.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, this is a budgeted position vacated by an employee moving into a supervisory level position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

14e

The case management staff members are over assigned while waiting to fill our open positions and this limits how often the clients are able to be seen and worked with. If this continues only the clients presenting in crisis will be able to be seen and keeping clients out of the inpatient or more restrictive placements becomes more difficult. By maintaining regular contact, being able to use clinical interventions we are able to keep clients out of the highest cost facilities and placements and continue living and functioning in the community.

Updated 9/28/10

He

2012 Budget Impact Calculation
For the Period 01/01/2012-12/31/2012
Human Services - CTP
Clinical Social Worker

<u>2012 Budget Impact:</u>	Annualized	2012
2012 Salary		\$ 62,732.00
2012 Fringe Benefits		<u>\$ 23,517.00</u>
		<u>\$ 86,249.00</u>

Note: this position is in the 2012 budget

14e

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

March 21, 2012

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?
The position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.
 - o The current caseload averages between 780-880 cases per worker.
 - o Brown County Caseload Comparison:
 - Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance = \$2.6 million
 - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
 - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
 - March 2012 – total caseload = 22,955; Foodshare **monthly** issuance = \$3.8 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepares and attends Fair Hearings.
- d. Determines over and under payments.
- e. Fraud prevention responsibilities.
- f. Makes referrals for appropriate services and/or to additional community resources.
- g. Provides excellent customer service to the low income families we serve.

The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards



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related to speed of answer and wait times must be met

- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 90% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
 - Caseloads are being minimally maintained and all duties of the job are not able to get done.

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2012 Budget Impact Calculation
For the Period 01/01/2012-12/31/2012
Human Services
Economic Support Specialist I (Budgeted rate is for ESSII)

<u>2012 Budget Impact:</u>	Annualized	2012
2012 Salary		\$ 38,766.00
2012 Fringe Benefits		<u>\$ 20,088.00</u>
		<u>\$ 58,854.00</u>

Note: this position is in the 2012 budget

14f



Human Services Department

Brian Shoup, Executive Director
111 N. Jefferson Street
Green Bay, WI 54301
Phone: (920)448-6000 Fax: (920)448-6166

March 21, 2012

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Brian Shoup, Executive Director
Human Services Department

SUBJECT: Request to Fill – Social Worker for Child Protective Services

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

This position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, explain.

Yes, the duties are State mandated. Child Protective Services involves investigations of child abuse and neglect, Court work, and ongoing service provision.

3. Describe job performance measurements for this position (clients, caseload, work output, etc.).

Each Child Protection worker carries a full caseload of investigations and/or ongoing service and Court case assignments. A recent State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties, and that required performance will continue to be a struggle if Brown County remains at current staffing levels. Referrals of child abuse and neglect have increased 25% over the past several years and continue to rise.



14g

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This vacancy represents a restructuring of staff resource by taking a social worker position from another area to help with emerging child protection needs. This restructuring move to add additional child protective service workers is necessary to meet the growing demand and State standards.

5. Are budget funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is fully funded in 2012 and was approved in the 2012 budget.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact would be to fall short of the State requirements for Child Protection and become liable for penalties.



14g

2012 Budget Impact Calculation
For the Period 01/01/2012-12/31/2012
Human Services
Social Worker/Case Manager - CPS

<u>2012 Budget Impact:</u>	Annualized	2012
2012 Salary		\$ 60,002.00
2012 Fringe Benefits		<u>\$ 23,126.00</u>
		<u>\$ 83,128.00</u>

Note: this position is in the 2012 budget

14g

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN HAEN

INTERIM PORT AND SOLID WASTE DIRECTOR

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager
Carolyn Marique, Director of Administration

FROM: Dean Haen, Interim Director
Port and Solid Waste Department

SUBJECT: Request to Fill – Clerk Typist II Position

The Port and Solid Waste Department is currently operating with the Clerk Typist II position vacant. The job description has not been reviewed recently, but I believe the description is accurate. I have attached internal position procedures, policies and expectations for additional information. This position assists Port and Solid Waste staff by answering telephones, typing correspondence and serving as a receptionist for the Port and Solid Waste office. The position performance is measured by accuracy, timeliness and completeness of the above mentioned tasks and responsibilities. This position was streamlined from full-time to part-time as part of the 2011 budget. The department has the budget and financial capabilities to fill the position. I am requesting the position be filled. We are currently operating with a temporary employment agency employee. This person is performing the basic essential duties with existing staff having absorbing the workload of Clerk Typist II broader job duties.

14h

2012 Budget Impact Calculation
For the Period 01/01/2012-12/31/2012
Port & Solid Waste
Clerk Typist II - .58 FTE

<u>2012 Budget Impact:</u>	Annualized	2012
2012 Salary		\$ 18,402.00
2012 Fringe Benefits		<u>\$ 11,067.00</u>
		<u>\$ 29,469.00</u>

Note: this position is in the 2012 budget

14h

FACILITY AND PARK MANAGEMENT

Brown County

111 NORTH JEFFERSON STREET, ROOM 220
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4058 FAX (920) 448-4054
E-MAIL DANIELSKI_PG@CO.BROWN.WI.US



PAUL DANIELSKI
FACILITY MANAGER

March 19, 2012

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Paul Danielski, Facility Manager
Public Works

SUBJECT: Request to Fill – Housekeeper I
Position vacated April 2, 2012 due to retirement

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)
 - Yes, it is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
 - Yes. Housekeeping personnel and services are necessary at Courthouse Square to provide a clean, sanitary, safe, and attractive environment for employees and the general public. We clean a total of 10 county buildings equal to 371,480 square feet. Included are Sophie Beaumont, Northern, Courthouse, Law Enforcement Center, WRC, Sheriff's Office, Health, Museum, UW Extension, and Port & Solid Waste. Proper routine cleaning of buildings and furnishings extends life of buildings & furnishings and reduces costly, premature, unnecessary replacement of county assets.
 - This position performs the following daily housekeeping duties including cleaning restrooms, breakrooms, offices, lobbies, trash removal, disinfecting, glass cleaning, dusting, vacuuming, cleaning floors and carpets, furnishings, using various cleaning equipment for general housekeeping.
 - This position also completes project work using different types of cleaning equipment that is currently not being done. Project work includes (but is not limited to) carpet cleaning, floor stripping and waxing, floor buffing, elevator detail, and stairwell detail cleaning. This position also assists with meeting room setups and security as needed and provides coverage for custodial staff taking scheduled and unplanned time off.
 - In the event of retirement, staff sickness, vacation, or other unscheduled call-in driven days off, the duties in each building need to be performed on a daily basis. Trash cannot be ignored, restrooms need to be cleaned, break rooms needs cleaning, etc.

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3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
- Housekeeping performance is measured by cleanable square feet at different levels of cleaning, space inspections, cleanliness, as well as feedback from employees and the public. Clean, sanitary buildings provide a better working environment for employees including air quality and germ containment thus resulting in less sickness, absences and work related time off of employees. Proper routine maintenance of floors, buildings, and equipment will extend the life of our existing assets and prolong replacements.
 - Brown County staff square footage per hour cleaning with a full staff of ten is 4,953. With the current 2 open positions, and 2 additional approved medical leaves, that leaves six housekeepers which equals 8,255 sq ft per hour cleaning. Based on current information, the return of the two staff on medical leave is not anticipated. The national average is 4200 sq ft per hour in administrative areas, 3800 sq ft per hour in entry ways, restrooms, and break rooms.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
- Providing daily housekeeping services in-house provides a strong sense of ownership, reliability, trustworthiness, and flexibility of staff. Staff is monitored and evaluated on an ongoing basis. Coverage due to employee vacations and time off is possible to schedule.
 - Temporary Services filling this position would not be cost effective due to extensive training and the turnover average of housekeeping workers at these companies. In several of our buildings this is not an option due to the type of sensitive work associated with the departments and clients.
 - Previous reorganization efforts have reduced the approved number of Housekeepers from 11.5 in 2009, 10 in 2010, 8 in 2011, to seven in 2012. Not filling this position will result in costly overtime (\$625-\$1000 per week) and/or contracted services. Current staff is averaging 25-40 hours per week covering for open positions. We are currently working with a contractor cleaning carpet and waxing floors on a trial basis.
 - Currently we are using Facility Workers (at \$17.79/hr) and Facility Mechanics (at \$21.49/hr) to complete daily custodial work required for this position. We pay these substitutes over time for this custodial work and they are not available for facility maintenance focused work activities when performing custodial work. Custodians are paid \$13.61/hr.
 - In 2011 we implemented a program where County employees empty their own trash and recycle into centralized collection areas resulting with the elimination of 1.5 FTE.
 - We have also reorganized cleaning supply rooms and standardized all cleaning supplies and equipment at all facilities.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
- Yes, budgeted are sufficient
 - No, this position should not be held vacant

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6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

- At this point in time, the consequence of not filling this housekeeping position is not completing the following daily housekeeping tasks:
 1. Empty and haul trash from buildings
 2. Clean and restock restrooms
 3. Clean up areas per request
- The result of not filling this position is costly overtime, possible contract service, burnout or injury of current staff, and/or buildings not being properly cleaned, resulting in unsanitary and possible unsafe environments for county employees and visitors. The life span of existing flooring, equipment, and furnishings will be greatly reduced without proper maintenance and cleaning resulting in costly replacement at premature life expectancy using capital outlay funding.
- Not filling this position results in \$625-\$1000 per week in overtime, or contracted custodial services.

Conclusion of Facts

1. Ability to properly clean and maintain our facilities and furnishings
2. Extend the life of buildings and furnishings and reduce premature replacement which becomes capital outlay projects requiring budgeting of large funds
3. Provide the ability to clean areas currently not being addressed
4. Filling the position will eliminate costly overtime currently being worked by Housekeepers, Facility Workers, and Facility Mechanics to cover the basic cleaning necessities
5. Filling this position would allow the proper cleaning hours of 75 per day (7.5 hr/day x 10 custodians) vs the 52.75 hrs per day currently worked to accomplish the minimum cleaning necessary
6. Allow efficient, timely scheduling of staff
7. Provide flexibility for time off coverage
8. Open position is currently funded in 2012 budget
9. Option is filling this position with 1 full time or 2 part time staff

Using the national production benchmark of 3,800-4,200 cleanable square feet per hour- or 4,000 csf- on average per custodian, this custodial work group would require a total of 12.5 full time custodians. This head count calculation is based on 371,480 csf assigned to this housekeeping group, a 7.5 hour work day, and an average of 4,000 csf/hr/custodian.

Additionally, 12.5 full time custodians to clean 371,480 csf per day does not include additional staff necessary for weekly, monthly, quarterly, semi-annual and annual project cleaning. Nor does it include resources necessary for time off coverage and meeting room set-ups and take-downs. These total daily and project cleaning needs would require a total of 14 (min) full time custodians.

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2012 Budget Impact Calculation
For the Period 01/01/2012-12/31/2012
Public Works - Facilities
Housekeeper I

<u>2012 Budget Impact:</u>	Annualized	2012
2012 Salary		\$ 26,540.00
2012 Fringe Benefits		<u>\$ 18,339.00</u>
		<u>\$ 44,879.00</u>

Note: this position is in the 2012 budget

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REGISTER OF DEEDS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4470 FAX (920) 448-4449
E-Mail: williquette_ca@co.brown.wi.us

CATHY WILLIQUETTE LINDSAY CPM
Register of Deeds

February 24, 2012

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager
Carolyn Maricque, Interim Director of Administration

FROM: Cathy Williquette Lindsay
Register of Deeds

SUBJECT: Request to Fill – Clerk III

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.) Position description may require slight updates, request submitted to Human Resources to start review process.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain. Duties are an essential mandatory service (statutory) which creates and updates the official Grantor/Grantee Index (buyer/seller) for all property in Brown County.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.) On a daily basis : examine real estate documents for recordability; review fees and accept or reject documents submitted for recording; index real estate documents according to grantor and grantee into AVID; enter short codes for plats; answers questions about the recording requirements for customers on the phone and in person and how to obtain certified copy; communicates recording information of newly recorded plats, CSM's and maps to surveyors, developers and to those who request this information; prepares copies and certified copies of recorded documents; using eRETR receipts updates parcel number and address in AVID; perform daily balance of eRETR receipts with DOR report and Deed Search Group in Laredo, and enter addresses from eReceipts into AVID after posting date is changed and notify Property Listing.

Currently processing 50,000 documents per year/200 documents per day.



14j

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Formerly a 3 person department was able to streamline and re-assign job duties in 2008 when one of the 3 employees retired and reduced department to 2 full-time employees. Recently trained additional employee to cover when one of the two is out but feel at least two full-time employees are essential.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

All documents received must be processed same day. Staff currently being re-assigned from another department to assist causing other work to fall behind. Should be noted that 100% of salaries are covered by recording fees. Zero impact on levy.



14)

2012 Budget Impact Calculation
For the Period 01/01/2012-12/31/2012
Register of Deeds
Clerk Typist III

<u>2012 Budget Impact:</u>	Annualized	2012
2012 Salary		\$ 33,228.00
2012 Fringe Benefits		<u>\$ 19,294.00</u>
		<u>\$ 52,522.00</u>

Note: this position is in the 2012 budget

14)

VETERANS' SERVICES

305 E. WALNUT STREET
PO BOX 23600
GREEN BAY WI 54305-3600

GERALD E. POLUS

Phone 920-448-4451 Fax 920-448-4322

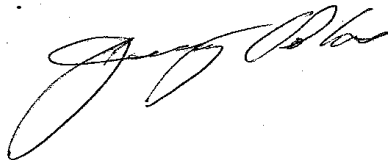
March 22, 2012

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resource Manager

FROM: Jerry Polus, CVSO
Veterans Service Officer

SUBJECT: Request to Fill Clerk-Typist 1 position as stated in Table of Organization

1. The position description is current and accurate.
2. The duties of the position are critical to maintain our current office duties and responsibilities and heavy workload.
3. The position has been developed to a higher level over the past 2 years as a part of our Succession planning.
3. Many duties were incorporated into this position when we lost our 2/3 position with the same Title and leaving this position open or delaying filling the position would greatly impact the entire staff and our service timeliness
4. We have previously had Kaizan events to streamline our office and continue to seek ways of Improvement in our bi-weekly staff meetings
5. Budgeted funds are sufficient to cover the cost to immediately fill this position.
6. Holding the position open or delaying filling this position would have a negative impact on Our service to veterans/widows causing longer delays in making appointments, handling walk-ins and submitting claims. Additionally, we have our Senior Benefits Specialist will be on medical leave from mid-July to September.



14K

2012 Budget Impact Calculation
For the Period 01/01/2012-12/31/2012
Veteran's Services
Clerk Typist I

<u>2012 Budget Impact:</u>	Annualized	2012
2012 Salary		\$ 30,479.00
2012 Fringe Benefits		<u>\$ 18,901.00</u>
		<u>\$ 49,380.00</u>

Note: this position is in the 2012 budget

14k